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Approved For Release 2000/06/19 : CIA-RDP81-00261R000600020011-6

11 AUG 1969

MEMORANDUM FOR: Executive Secretary,  
Suggestion Awards Committee

SUBJECT : Suggestion No. 69-343

REFERENCE : Routing and Record Sheet dated  
23 June 1969

1. This is in response to reference request for evaluation of benefits and savings to the Office of Finance from adoption of subject suggestion.

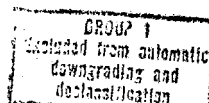
2. The decisions to create decentralized disbursing facilities and to move the principal funds custodian to Headquarters for which the suggestor apparently claims credit were made by the Director of Finance based upon the recommendations of staff officers within the Office of Finance. Although the Deputy Director for Support was informed of these determinations, his approval was neither required nor requested.

3. The staff work related to the foregoing included consultations with Office of Security representatives on those aspects of the proposals under consideration which involved Office of Security responsibilities. We believe that personnel involved in those consultations were performing official duties; in the circumstances we believe it is inappropriate for a monetary award to be made to the suggestor.

25X1A

Chairman, Office of Finance  
Suggestion Awards Panel

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B. AFTER

5 O/S man hrs for escort  
x 5.56 1 GS-11.5  


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27.80  
x12 months  


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333.60 O/S escort cost per year

Trips - 4 - 5 courier trips per month

| Hqs     | Rosslyn    | TSD        | NPIC       | Broyhill   | <span style="background-color: black; color: black;">[REDACTED]</span> | 25X1A |
|---------|------------|------------|------------|------------|--|-------|
| 0       | 1          | 1          | 1          | 1          | 1  |       |
|         | 1.70       | 2.40       | 3.00       | 1.70       | 1.20   |       |
| <hr/> 0 | <hr/> 1.70 | <hr/> 2.40 | <hr/> 3.00 | <hr/> 1.70 | <hr/> 1.20   |       |

1.70  
2.40  
3.00  
1.70  
1.20  


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10.00  
x 12 months  


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\$120.00 per year

#### Security Escort

1.20  
x 5 escort trips for Security - [REDACTED] tp Hqs and return  


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\$6.00  
x 12 months  


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72.00 per year

|                        |                |
|------------------------|----------------|
| Vehicle Operating cost | 120.00         |
| Security Escort        | 72.00          |
| O/S man hours          | 333.00         |
| <hr/> Total Cost       | <hr/> \$525.00 |

18 June 1969

MEMORANDUM FOR : Executive Secretary, Suggestion Awards Committee

SUBJECT : Suggestion No. 69-343

REF : Our Telephone Conversation *& your note of 14 May 69*

1. Per our telephone conversation of last week, I have prepared a "before" and "After" system for subject suggestion which is as follows:

A. BEFORE

Man Hours - Office of Security

55 man hours to escort funds  
45 man hours - [REDACTED] to Key and return  
100 man hours per month

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100 man hrs  
X 5.56 1 GS-11.5  
556.00 per month  
x 12 months  
\$6,672.00 per year

Vehicle - 45 courier trips from Key Building per month

|                  |                  |                  |                      |
|------------------|------------------|------------------|----------------------|
| 20 Hqs<br>x 1.70 | 20 TSD<br>x 1.00 | 1 NPIC<br>x 2.00 | 4 Broyhill<br>x 1.00 |
| <u>\$34.00</u>   | <u>\$20.00</u>   | <u>\$2.00</u>    | <u>\$4.00</u>        |

25X1A 20 round trips - [REDACTED] to Key and return for Security escort  
x 2.90  
\$58.00

|               |                            |
|---------------|----------------------------|
| 34.00         | 118.00                     |
| 20.00         | x 12 months                |
| 2.00          |                            |
| 4.00          |                            |
| 58.00         |                            |
| <u>118.00</u> | <u>\$1,416.00</u> per year |

Total Vehicle cost 1,416.00  
Total OS Man Hr Cost 6,672.00

\$8,088.00

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MEMORANDUM FOR: Executive Secretary, Suggestion Awards Committee

SUBJECT : Employee Suggestion of [REDACTED]

25X1A

1. The attached Employee Suggestion was the logical adjunct of a Security Survey conducted by [REDACTED]. It is the basic responsibility of this Office to insure that security is provided for the movement of funds. However, [REDACTED], we feel, made collateral assessments and suggestions that transcended this basic responsibility. The assignment of an Armed Security Officer to escort all monetary courier runs would have undoubtedly been sufficient for the security protection of Agency funds. 25X1A

25X1A 2. [REDACTED] had no requirement or responsibility for suggesting changes in the organization and functions of the Office of Finance. Yet, he perceived that the removal of the Custodial Officer from Key Building to Langley Disbursing Office would provide a far more efficient as well as a more secure activity.

3. He also perceived that by designating the outlying office as a Disbursing Office would have the dual effect of better operations and a substantial reduction in the number of trips required to deliver funds to that Office.

25X1A 4. Prior to initiating the Security Survey made by [REDACTED], the Deputy Director for Support, Mr. Robert L. Bannerman, had provided the general guidelines that each shipment must have an armed security escort for effective protection. In substance then, the impact of [REDACTED] subsequent suggestions were manpower savings, both on the part of the Office of Finance as well as the Office of Security. Had these suggestions not been adopted, the Office of Security would have had to provide approximately fifty-five additional man hours per month, excluding the additional time required for the security escort to travel from the Headquarters Building to the Key Building, take part in the

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Excluded from automatic

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deliveries, and then return to his normal duties in Headquarters. Hence, it should be obvious that the combination of "advantages" cited on Form 244 has provided tangible manpower savings that are far in excess of basic security considerations. In our view, this is a most eligible suggestion for an award, in that [REDACTED] came up with a practical way to eliminate, combine, simplify, improve and save compared to previous procedures and those which have been adopted are significantly better both in terms of efficiency and security. 25X1A

25X1A

[REDACTED]  
Chief, Advance Planning &  
Requirements Staff

Att

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